VMRII-VRO GUIDELINE
1099 – REMOVING REPORTING FROM AN
EXISTING LOCATION ON A VENDOR

<u>Checklist Reference</u> – *None.*

<u>How do I remove 1099 reporting information from a location?</u>
You don't. Any attempt to remove the information will make any vouchers tied to that vendor inaccessible. Neither correct history nor effective dating work here.

If you need a location that is not reportable, a new location with no withholding can be set up. But if you are trying to fix past payments for 1099 reporting, there are a couple of solutions.

<u>Solution 1</u>:
1. If it can be determined that withholding must be removed from all vouchers for your institution attached to a particular location on a vendor, use the Withholding Vendor Update to remove the withholding information from all of your institution's vouchers.

2. After the correction to your institution, <u>please</u> notify the Vendor Registry Office and the other 10 institutions of higher education indicating that reporting needs to be removed.

3. Forward any written documentation to the Vendor Registry Office.

4. Once everyone has cleaned up their vouchers, the withholding information can be removed from the vendor's location.

<u>Solution 2: How do I make the above correction if I have all ready used 'correct history' or 'effective dating'?</u>
The only way to make a correction for 1099 reporting once 'correct history' or 'effective dating' have been used is to use 'Withholding Adjustment' to add the reportable amount to the vendor. The vouchers may or may not show up on any other online inquiries or queries.

<u>Exception</u>
The **only** situation where it is okay or necessary to remove withholding on a location is if there will be <u>no 1099 reporting on that location, by any state agency or college</u>.

Feel free to contact the Vendor Registry Office at *spovendor@nd.gov* *for help or guidance in entering or updating vendor information. The Vendor Registry Office will research the information, take the appropriate action and respond to your inquiry in a timely manner.*